

UNITED STATES DEPARTMENT OF AGRICULTURE  
RURAL DEVELOPMENTColumbia, Missouri  
STATE PROCEDURE NOTICE

ISSUE NO. 1274

DATE 02/25/03

**Forms Manual Insert Changes**

We completed a review of all Missouri Rural Development forms and Forms Manual Inserts (FMIs). We found that several Missouri RD forms are obsolete and are no longer used by the agency. Attached is a current 'Missouri Rural Development Forms Listing' table of contents which reflects the Form Number, Title and Revision Date of all current Missouri RD forms. We recommend that this table of contents be filed in your FMI manual immediately following the national 'Rural Development Forms Listing' table of contents.

Any Missouri form FMIs not listed on the attached table of contents can be removed from your FMI manuals. If any offices do not have a copy of a Missouri form FMI listed on the attached table of contents, contact this office for a copy. At some point, we hope to have all Missouri forms available on our homepage in a fillable format. We will advise you when we have accomplished that task.

**Change MO Forms 427-4 and 1924-12**

**These forms have been revised**  
to reflect the name change to Rural

Development. REMOVE MO Form 427-4 dated 5-5-89 and INSERT MO Form 427-4 dated 1-29-03. REMOVE MO Form 1924-12 dated 5-28-93 and INSERT MO Form 1924-12 dated 1-29-03. The forms will be mailed hard copy.

**Change Missouri Instruction 1901-A**

**Missouri Instruction 1901-A has**  
been revised to delegate State

Director loan approval authorities to appropriate division and staff members in the State Office; to clarify that Rural Development Specialist positions are considered to be similar to Assistant Rural Development Managers; and to remove unnecessary sections which merely repeated provisions of the National Instruction. REMOVE MO Instruction 1901-A dated 2-26-02 and INSERT MO Instruction dated 02-25-03.

**Change Missouri Instruction 1901-F**

**The procedure is revised to**  
update the name of the contact

person and address. Please REMOVE MO Instruction 1901-F dated 2-4-99. INSERT MO Instruction 1901-F dated 02-25-03.

**REMOVE Missouri AN No. 1147 (2051) dated May 20, 1994.**

This AN had an 'indefinite'  
expiration date. The contents of this AN are either no longer applicable or are now addressed in Instruction 2051-F.

**REMOVE Missouri AN No. 885 (2063) dated March 22, 1991.**

The information stated in this AN is no longer correct. Current information concerning the contact number for the Employee Assistance Program has been provided through an unnumbered letter.

**REMOVE Missouri Instruction 1940-G, Exhibit B dated February 9, 1990.** The provisions of this Exhibit are covered in other RD regulations.

**REMOVE Missouri Instruction 2051-G dated March 18, 1983, and Missouri Instruction 2051-G, Exhibit A dated March 18, 1983.**

The provisions of this Instruction and Exhibit are either no longer applicable or are now addressed in Instruction 2051-F.

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**READ PROCEDURE - DISCUSS IN STAFF CONFERENCE - KEEP PROCEDURE MANUAL UP TO DATE.**

**REMOVE Missouri Instruction 2054-W dated May 30, 1986.**  
are no longer applicable to Missouri Rural Development.

The provisions of this Instruction

**REMOVE Missouri Instruction 2063-B dated February 21, 1997.**

are either no longer applicable or are addressed in the Employee Recognition Service Center Common Policy.

The provisions of this Instruction

**REMOVE Missouri Instruction 1951-J dated 5-27-94 and Missouri Instruction 1951-J, Attachments 1, 2, 3 and 4 dated 5-27-94.**

and attachments are covered in other RD regulations.

The provisions of this Instruction

**REMOVE Missouri Instruction 1955-C, Exhibit A, dated July 22, 1994.**

longer applicable to Rural Development programs.

The contents of this Exhibit are no

**REMOVE Missouri Instruction 1956-B dated 6-26-87 and Missouri Instruction 1956-B, Exhibit A, dated 7-2-87 and 6-26-87.**

and Exhibit are covered in National Regulations.

The provisions of this Instruction

MISSOURI AN'S RELEASED

None